

Chapter 4 -- Reimbursable Meals

You must accept final administrative and financial responsibility for operating the program in the day care homes that you sponsor. These responsibilities are described in federal and state laws, regulations and policies and in your approved application and CNP Contract. You must not deviate from your approved budget and application/management plan without our written consent.

Through your providers, you must:

- serve reimbursable meals;
- operate a nonprofit food service;
- manage program activities; and
- document the program activities as required

The CACFP meal patterns guide the preparation of well-balanced meals. The CACFP meal patterns are a flexible framework that enables you to choose from a wide variety of foods when planning and serving nutritious meals. Within the meal patterns, you can consider religious, cultural, and ethnic eating preferences when planning menus.

Advance Planning of Meal Service

Providers are encouraged to plan meals at least two weeks in advance of a meal service to assist in food-purchasing, cost control and the scheduling of food preparation. Using the appropriate USDA meal pattern and Indiana Child Care Licensing requirements, you should help providers vary the form, size, shape, color, texture, flavor, and temperature of foods that they offer. You should review your providers' menus in advance to reduce the number of disallowed meals. Since children's diets often lack sufficient nutrients, such as iron and vitamins A and C, we recommend using foods that are good sources of these nutrients.

Pre-planned Pre-printed Menus

You must ensure that your providers prepare a menu record for each meal service on a daily basis. The sponsoring organization can supply pre-planned, pre-printed menus or individual providers may use pre-planned, pre-printed menus that they have developed for their own use.

If a substitution is made, the item must be added to the pre-printed menu record. Providers should record substitutions without obscuring the readability of the original item.

Example: A provider served each of the items that were listed on a lunch menu prepared 10 days earlier, except corn was substituted for green beans on the ninth day. Prior to the

end of the ninth day, the provider must strike through the words "green beans;" and write in "corn".

Cycle Menus

Cycle menus repeat themselves over a period of time, usually three to six weeks. Using cycle menus provides a variety of meals, reduces cost, and makes it easier for providers to plan their children's favorite combinations. Providers may repeat a non-cycle menu with any frequency that they desire, e.g., one-month.

Meal Pattern Charts

The meal pattern charts show the minimum amounts of each meal component that you provide to each child to qualify for reimbursement. You may serve any additional food that you choose. Serving sizes vary for children of different ages.

Infant Meal Pattern

Providers who claim reimbursement for infant meals must offer at least one infant formula that meets the meal pattern requirements.

A parent /guardian may decline the infant formula that is offered by a provider and supply an alternate formula. If a parent/guardian wishes to supply an alternate, you must maintain a signed and dated document from the parent/guardian that includes:

- a statement that the parent/guardian has declined the infant formula offered by the provider; and
- adequate information about the parent/guardian-provided formula to determine whether the formula meets requirements, e.g. the name brand of the formula and whether the formula is iron fortified.

When an infant formula that is supplied by either a provider or a parent/guardian does not meet infant meal pattern requirements, you must maintain a copy of a signed statement from a physician that includes a prescribed substitution.

When breast milk or infant formula is supplied by a parent/guardian, providers may claim reimbursement for otherwise eligible infant meals as follows:

- Birth through three months - A provider may claim reimbursement for meals containing only parent/guardian-provided formula or breast milk when it is served by the facility staff and is the only required component.
- Four through seven months - A provider can claim reimbursement for meals containing parent/guardian-provided formula that meets program requirements when at least one optional meal component listed in the meal pattern for this age

group is supplied by the provider. A decision to offer an optional meal pattern should be made by the infant's doctor and parent/guardian.

Exception: A provider may claim reimbursement for meals if the infant's parents/guardian provided the breast milk, and breast milk/infant formula is the only required component..

- Eight through 11 months - A provider can claim meals containing parent/guardian-provided formula that meets program requirements if the provider supplies all other components. A provider may claim a supplement containing parent/guardian-provided formula that meets program requirements only when at least one optional meal component listed in the meal pattern for this age group is supplied by the provider.

Exception: A provider may claim reimbursement for supplements in which breast milk/infant formula/fruit juice is the only required component and the infant's parents/guardians provided the breast milk.

An infant formula is considered to meet program requirements when it

- meets requirements of the infant meal pattern; or
- does not meet the infant meal pattern requirements, but you maintain an acceptable medical statement that includes a prescribed substitution.

Infant Meal Pattern

	Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast	4-6 fluid ounces formula (1) or breast milk (2,3)	4-8 fluid ounces formula (1) or breast milk (2,3) and 0-3 Tbsp. Infant cereal (1,4)	6-8 fluid ounces formula (1) or breast milk (2,3) and 2-4 Tbsp. Infant cereal (1) and 1-4 Tbsp fruit and/or vegetable
Lunch or Supper	4-6 fluid ounces formula (1) or breast milk (2,3)	4-8 fluid ounces formula (1) or breast milk (2,3) and 0-3 Tbsp. Infant cereal (1,4) and 0-3 Tbsp. Fruit and/or vegetable or both (4)	6-8 fluid ounces formula (1) or breast milk (2,3) and 2-4 Tbsp. Infant cereal (1); and/or 1-4 Tbsp. Meat, fish, poultry, egg yolk, cooked dry beans or peas; or 2-2 ounces cheese; or 1-4 Ounces (volume) Cottage cheese; 1-4 ounces (weight) cheese food or cheese spread; and 1-4 Tbsp. Fruit and/or vegetables or both.
Supplement (snack)	4-6 fluid ounces formula (1) or breast milk (2,3)	4-6 fluid ounces formula (1) or breast milk (2,3)	2-4 fluid ounces formula (1), breast milk (2,3), or fruit juice (5); and 0-2 bread (4,6) or 0-2 crackers (4,6)

- (1) Infant formula and dry infant cereal shall be iron-fortified.
- (2) Breast milk or formula, or portions of both may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months.
- (3) For some breast fed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.
- (4) A serving of this component is required only when the infant is developmentally ready to accept it.
- (5) Fruit juice shall be full-strength.
- (6) A serving of this component must be made from whole-grain or enriched meal or flour.

Is this infant meal reimbursable?

Chapter 2 Birth – 3 months			
	Parent provides formula served by facility staff	Parent provides breast milk; served by facility staff	Center/provider provides and serves formula
Breakfast	YES	YES	YES
Lunch or Supper	YES	YES	YES
Snack	YES	YES	YES

4 months – 7 months			
	Parent provides formula served by facility staff	Parent provides breast milk; served by facility staff	Center/provider provides and serves formula
Breakfast	YES*	YES*	YES*
Lunch or Supper	YES*	YES*	YES*
Snack	YES	YES	YES

*For infants 4 through 7 months who ARE developmentally ready for other foods, facilities MUST provide at least one of the components in at least the minimum quantities as specified in the meal pattern for infants.

8 months through 11 months			
	Parent provides formula served by facility staff	Parent provides breast milk; served by facility staff	Center/provider provides and serves formula
<u>Breakfast</u> (facility must provide infant cereal and fruit/vegetable)	YES**	YES**	YES**
<u>Lunch or Supper</u> (facility must provide infant cereal or meat, fish, egg, cheese, and fruit/vegetable)	YES**	YES**	YES**
<u>Snack</u> (facility must provide bread or crackers and 100% juice in lieu of formula or breast milk)	YES**	YES**	YES**

** For infants 8 through 11 months, facilities MUST provide the required components in at least the minimum quantities as specified in the meal pattern for infants.

Note: The Infant Meal Pattern contains serving sizes that indicate 0, such as 0-3T, 0-1/2 slice, etc. This **does not** mean the facility has the option to serve or not serve this component. It means that when an infant is developmentally ready for the component, a measurable amount of food must be served in order for the meal to be claimed for reimbursement.

Meal Pattern Charts - Children One Year and Older

1/2013

Meal Components	Ages 1-2	Ages 3-5	Ages 6-12
Breakfast:			
• Milk, Fluid ¹	$\frac{1}{2}$ cup (4 ounces)	$\frac{3}{4}$ cup (6 ounces)	1 cup (8 ounces)
• Juice or Fruit or Vegetable ²	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup
• Bread or Bread alternate or	$\frac{1}{2}$ slice	$\frac{1}{2}$ slice	1 slice
• Cornbread, biscuits, rolls, muffins, etc.	$\frac{1}{2}$ serving	$\frac{1}{2}$ serving	1 serving
• Cereal, cold dry ³	$\frac{1}{4}$ cup or $\frac{1}{3}$ ounce	$\frac{1}{3}$ cup or $\frac{1}{2}$ ounce	$\frac{3}{4}$ cup or 1 ounce
• Cereal, hot cooked	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
• Noodles, Pasta, or Noodles Products	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
Supplement (Snack): (Select 2 of the 4 components)			
• Milk, Fluid ¹	$\frac{1}{2}$ cup (4 ounces)	$\frac{1}{2}$ cup (4 ounces)	1 cup (8 ounces)
• Juice or fruit or vegetable ²	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup	$\frac{3}{4}$ cup
• Meat or Meat Alternate	$\frac{1}{2}$ ounce	$\frac{1}{2}$ ounce	1 ounce
• Cheese	$\frac{1}{2}$ ounce	$\frac{1}{2}$ ounce	1 ounce
• Egg (large)	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
• Cooked dry beans or dry peas	$\frac{1}{8}$ cup	$\frac{1}{8}$ cup	$\frac{1}{4}$ cup
• Peanut Butter or other nut or seed butters	1 TBSP	1 TBSP	2 TBSP
• Nuts and/or seeds ⁵	$\frac{1}{2}$ ounce ⁴	$\frac{1}{2}$ ounce ⁴	1 ounce
• Yogurt, plain or sweetened ⁴	2 ounces	2 ounces	4 ounces
• Bread or bread alternate including	$\frac{1}{2}$ slice	$\frac{1}{2}$ slice	1 slice
• Cereal, cold dry	$\frac{1}{4}$ cup or $\frac{1}{3}$ ounce	$\frac{1}{3}$ cup or $\frac{1}{2}$ ounce	$\frac{3}{4}$ cup or 1 ounce
• Cereal, hot cooked	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
• Cooked pasta or noodle products	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
Lunch or Supper:			
• Milk, fluid ¹	$\frac{1}{2}$ cup (4 ounces)	$\frac{3}{4}$ cup (6 ounces)	1 cup (8 ounces)
• Meat or poultry or fish	1 ounce	1 $\frac{1}{2}$ ounces	2 ounces
• Or Egg	1	1	1
• Or Cheese	1 ounce	1 $\frac{1}{2}$ ounces	2 ounces
• Or cooked dry beans or dry peas	$\frac{1}{4}$ cup	$\frac{3}{8}$ cup	$\frac{1}{2}$ cup
• Or Peanut Butter and other "Butters"	2 TBSP	3 TBSP	4 TBSP
• Or Nuts and Seeds ⁵	$\frac{1}{2}$ ounce ⁴	$\frac{3}{4}$ ounce ⁴	1 ounce
• Or Yogurt ⁴	4 ounces	6 ounces	8 ounces
• Vegetables and/or fruits or juice (2 or more total) ²	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup	$\frac{3}{4}$ cup
• Bread or bread alternate	$\frac{1}{2}$ serving or $\frac{1}{2}$ slice	$\frac{1}{2}$ serving or $\frac{1}{2}$ slice	1 serving or 1 slice
• Cooked cereal grains	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
• Cooked pasta or noodle products	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup

*Note: Drinking water must be made available to children at all times including at meal times, but it is not part of the reimbursable meal and may not be served in lieu of fluid milk.

¹ Milk served to 1 year old children must be whole milk or 2%. Milk served to children age 2 and older, must be fat-free (skim) or low-fat (1%).

² IF YOU ARE SERVING JUICE: Try not to serve juice to meet the fruit/vegetable requirement too many times throughout the day. It may fill up the children and take the place of other needed nutrients.

³ Cup measurement is volume, ounce measurement is weight, whichever is less.

⁴ Yogurt is permitted as a meat/meat alternate. Four ounces ($\frac{1}{2}$ cup) of yogurt fulfills the equivalent of 1 ounce of meat/meat alternate.

⁵ Nuts and seeds may be credited towards meeting only 50% of the meat/meat alternate requirement. Nuts and seeds are NOT recommended for children under 4 years of age. 1 ounce of nuts or seeds = 1 ounce of cooked lean meat.

Variations in Meal Pattern Requirements for Religious Reasons

Jewish facilities may be exempted from the enrichment portion of the bread requirement if they choose to substitute un-enriched matzo for the required grains/breads component during the observance of Passover.

Jewish facilities may also be exempted from the meal pattern requirement that milk be served with all lunches and suppers. This exemption applies only to meals containing meat or poultry since Jewish Dietary Law allows milk to be served with meat alternates such as fish, cheese, eggs, nut and seed butter, and nuts and seeds. Jewish facilities that request an exemption must choose from the following three options:

- Option I — Serve an equal amount of full-strength juice in place of milk with lunch or supper. Juice substituted for milk cannot contribute to the vegetable/fruit requirement.

If the facility operates five days a week, it may substitute juice for milk twice per week for lunches and twice per week for suppers, but is only allowed one substitution per day.

If the facility operates seven days a week, it may substitute juice for milk three times per week for lunches and three times per week for suppers, but is only allowed one substitution per day.

Milk substitutions are limited since milk is a primary source of calcium and riboflavin. When using Option I, providers should serve other sources of calcium, e.g. broccoli and greens, and riboflavin, e.g. dark green and yellow fruits and vegetables and whole-grain or enriched breads and cereals.

- Option II — Serve milk at an appropriate time before or after the meal service period, in accordance with applicable Jewish Dietary Law.
- Option III — Serve a supplement (snack) juice component at lunch or supper. Serve the lunch or supper milk component as part of a supplement (snack).

Note: An exemption is not necessary for breakfasts.

Meals for Children with Disabilities

Providers **must** provide special meals to or substitute individual components for children who have:

- a disability that restricts their diet;
- requested special meals; and
- provided the appropriate documentation.

Children who have a food allergy that results in anaphylactic shock, i.e. a severe, life-threatening reaction, when exposed to the allergen are considered "disabled" and are therefore entitled to dietary substitutions as prescribed by a licensed medical authority.

The parent/guardian of a child with a disability must request meals and provide a licensed medical authority's signed statement that includes the following:

- the child's disability and an explanation of why the disability restricts the child's diet;
- the major life activity affected by the disability;
- the foods that must not be served to the child; and
- the foods that must be substituted.

Children with chewing and swallowing difficulties may require softer foods, e.g. cooked carrots rather than raw or chopped, ground or blended foods. These modifications can usually be made within the meal pattern requirements. A licensed medical authority's written instructions indicating the appropriate food texture is recommended, but not required.

For children with disabilities you must:

- provide substitutions on a case-by-case basis;
- maintain the required medical statement in your files;
- provide the meal at no additional cost to the child; and
- document substitutions made to meals

Reimbursement rates for meals that meet special dietary needs are the same as those provided for other meals.

Children with Special Dietary Needs

Children who are not disabled but have certified medical or special dietary needs may be served substitutions. This includes children with food intolerance, e.g., lactose intolerant, or food allergy. The parent/guardian of the child must provide a licensed medical authority's signed statement that includes the following:

- the medical or special dietary need that restricts the child's diet;
- the foods that must not be served to the child; and
- the foods that must be substituted.

Note: "Lactose intolerance" describes a difficulty digesting the sugar found in milk and milk foods. Symptoms associated with lactose intolerance may be reduced or eliminated if:

- small, frequent portions of milk are consumed rather than large portions;
- milk or milk foods are consumed with other foods; or

- whole or chocolate milk, yogurt with active cultures, ice cream, and aged hard cheeses like cheddar and Swiss are consumed.

If a child is lactose intolerant, you are encouraged to determine the availability of lactose-reduced milk with your milk supplier. You are also encouraged to provide lactose-reduced milk as a fluid milk choice. If you substitute lactose-reduced milk for another milk type, you cannot assess additional charges to the child.

If a child's diet requires lactose-reduced milk, you can provide lactose-reduced milk as a creditable part of a reimbursable meal. If you serve a meal without milk to a child, you cannot claim reimbursement unless you maintain a licensed medical authority's signed statement that includes the following:

- the medical or special dietary need that restricts the child's diet;
- the foods that must not be served to the child; and
- the foods that must be substituted.

If providers choose to accommodate the special dietary needs of children without a disability, they must :

- provide substitutions on a case-by-case basis,
- maintain the required medical statement in your files,
- provide the meal at no additional cost to the child, and
- document substitutions made to meals

Reimbursement rates for meals that meet special dietary needs are the same as those provided for other meals.

Water for Infants

USDA recommends that parents consult their infant's health care provider regarding feeding water to infants. However, it is generally recommended that:

- formula-fed infants in a normal climate should not be fed more water than the quantity found in properly diluted formula;
- partially breast-fed and formula-fed infants in a hot climate should be fed water (about four to eight ounces per day, unless otherwise indicated by a health care provider); and
- breast-fed and formula-fed infants, in a normal climate who are fed a variety of solid foods, especially high protein foods, e.g. meats, egg yolks, should be fed some water (a total of about four to eight ounces per day, unless otherwise indicated by a health care provider).
- exclusively breast-fed infants in hot humid climates should not be fed additional water besides what is in breast milk.

Note: Child care providers should obtain parental approval before feeding water to an infant. When in doubt, parents should consult their infant's health care provider.

Most fruit juices are diluted with water. Infants should only be provided juice in a cup and the amount should be limited (fewer than four ounces of juice). Parents should consult their infant's health care provider regarding the total amount of fruit juice and water to feed an infant each day. Plain water and fruit juice are meant to be fed in relatively small amounts to older infants as a source of fluid which supplements a nutritionally balanced diet.

Product Labeled Food

Commercially prepared products, including those prepared by restaurants, "fast food" outlets, etc. must:

- have a child nutrition (CN) label; or
- be accompanied by a product analysis from the food manufacturer.

Products containing the CN label will have the following information printed on the principal display panel of the label:

- product name;
- ingredients listed in descending order by weight;
- inspection legend for the appropriate inspection;
- establishment number (for meat, poultry, and seafood items only);
- manufacturer's or distributor's name and address; and
- CN label statement. The CN label statement must be an integral part of the product label and include the following information:
 - CN logo, the distinctive border around the CN statement;
 - six-digit product identification number which will appear in the upper right hand corner of the CN label statement;
 - a statement of the product's contribution toward meal pattern requirements for the Child Nutrition Programs;
 - a statement specifying that the use of the CN logo and label statement is authorized by Food and Nutrition Services (FNS); and
 - the month and year the label was approved by FNS.

If a product without a CN label is purchased and the product does not meet CACFP requirements, you risk not being reimbursed for the meals containing the food product.

A product analysis from a food manufacturer must contain

- a detailed explanation of what the product actually contains;
- the amount of each ingredient in the product by weight or measure, as appropriate;
- a certifying statement as to the contribution of the product to the meal pattern; and

- the signature of a high ranking official employed by the manufacturer.

You are responsible for:

- reviewing the manufacturer's product analysis before purchase to determine the credibility of information provided by the manufacturer;
- ensuring that proper documentation is maintained on each commercially prepared product used to meet USDA meal pattern requirements; and
- assuring that the food product meets specifications and has the correct code number.

Meal Service Schedule (Policy Instruction 02-01)

The following guidelines are created for all meals and supplements served in family day care homes participating in the CACFP:

1. Breakfast shall be finished by 9:00 A.M.
2. Lunch shall be served in a two-hour time frame between 10:30 A.M. and 1:30 P.M.
3. Supper shall start no earlier than 4:00 P.M.
4. There shall be a maximum three-hour time frame for serving breakfast.
5. There shall be a maximum two-hour time frame for serving lunch and supper.
6. There shall be a minimum of 1½ hours between the start times of meals (breakfast, lunch, and supper) and snacks throughout the day.

Meals served outside of these guidelines are not eligible for CACFP reimbursement.

Meal Service Styles

Providers may serve meals as a unit (cafeteria style) or family style.

In either type of meal service, the provider must ensure that the minimum quantities of each meal component are available to each child. At lunch or supper, the minimum quantity of the vegetable and fruit component is the combined amount of each of the two or more fruit or vegetable items that are served. In cafeteria style meal service, each child must be served at least the minimum amount of each component.

In family style meal service:

- a sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the food components for all children at the table, and to accommodate adults if they eat with the children;

- children should initially be offered the full required portion of each meal component. The family style meal service allows children to make choices in selecting foods and the size of initial servings
- it is the responsibility of the provider, during the course of the meal, to actively encourage each child to accept service of the full required portion for each food component of the meal pattern, e.g. if a child initially refuses a food component, or initially does not accept the full required portion of a meal component, the provider should offer the food component to the child again; and
- second meals can not be claimed for reimbursement.

In some instances it may be appropriate to offer only some components family style. However, any component not served family style, in an otherwise family style meal service, must be served according to the criteria for cafeteria style service, which dictates that the full portion of each component must be served to each child. For example, if you serve a meal family style with the exception of milk, then each child must be served at least the full minimum portion of milk.

Although we strongly encourage allowing children to serve themselves in a family style meal service, it is not required.

Limit on Quantity of Reimbursable Meals

Your providers may serve any or all of the following: breakfast, lunch, supper, A.M supplement, P.M. supplement, or night supplement.

You may claim reimbursement for a maximum of two meals and one supplement or two supplements and one meal per child per day if the meals meet meal pattern requirements (except with our approval) and are

- served to children who are properly enrolled for and participating in child care;
- eaten in the facility;
- served to children who meet CACFP age requirements;
- supplied by the provider;
- served as a meal type (such as breakfast and lunch) and at a time that we have approved;
- served by a provider who we have approved for participation in the CACFP; and
- prepared by a source (self-prep or vended) that we have approved.

You cannot claim reimbursement for meals or supplements that are provided by a child's parent/guardian, e.g. a sack lunch. Additionally, you cannot claim reimbursement for meals or supplements that are served to:

- adults;
- children in excess of the facility's licensed capacity;
- children not properly enrolled;

- the provider's own child, unless a nonresident child enrolled for child care is participating in the meal service; or
- the provider's own child, unless the child is eligible for free or reduced-price meals.

DAILY PARTICIPATION AND ATTENDANCE RECORDS

Federal Regulations at §226.18(b)(16)(e) state, "Each day care home shall maintain daily records of the number of children in attendance and the number of meals, by type, served to enrolled children."

The State Agency and the USDA has interpreted this to mean that family day care home providers, with 12 or fewer enrolled participants, must have the meal participation and attendance records completed by the end of each day. (Enrolled participants means the actual number of children enrolled in the home, and does not mean the licensed capacity.) Due to the nature of the most family day care home operations, the relatively small number of children, and the limited staff, the State Agency has determined that meal records can be completed with accuracy if finished by the end of each day. If, during a sponsor, state, or USDA review, meal records for the previous days are not complete, all meals will be disallowed.

Family day care providers with more than 12 enrolled participants must document daily attendance and meal participation records at the point of service (the time and place at which meals are served). Meal counts documented prior to or after the meal service may not be submitted for reimbursement. If, during a sponsor, state, or USDA review, meal records for a previous meal service are not complete, all meals will be disallowed.

In addition, the State Agency or the sponsoring organization may require a day care home that has been found to be seriously deficient due to problems with their meal counts and claims to maintain point of service meal count documentation.

Field Trips

The State Agency considers organized activities directly related to the provision of child care, e.g. field trips, to be an "extension of the facility and subject to regulation."

Therefore, you may claim reimbursement for meals that are served during a field trip if:

- the activity is directly related to child care; and
- all program requirements are met.

Program requirements include, but are not limited to the following:

- Meals must meet meal pattern requirements for the appropriate age group and must be served to eligible children;
- All state and local health department standards, including maintaining food at proper temperatures, must be followed;

- Meal counts for meals served to eligible children must be documented.
- Meals must be provided by the approved source (self-preparation or vended). Meals purchased from restaurants or "fast food" outlets are not reimbursable without a product analysis from the food manufacturer.
- Meals that are served to children who are in transit to the providers or their homes cannot be claimed as reimbursable meals.

You are not required to obtain prior approval from us when planning a field trip. However, sponsoring organizations may require that providers obtain prior approval for field trips as a condition of reimbursement for meals served off-site.

Occasionally, field trips will include a visit to a Summer Food Service Program (SFSP) site. You cannot claim reimbursement on CACFP for meals that are served at SFSP sites.

